



New Jersey Department of Children and Families Policy Manual

Manual:	DCF	DCF Wide	Effective Date:
Volume:	III	Administrative Policies	
Chapter:	E	Administration	6-25-2008
Subchapter:	1	Administration	
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I. PURPOSE

This Department Policy establishes the policies pertaining to financial transactions with patients, residents and clients.

II. SCOPE

This Department Policy has Department-wide applicability.

III. POLICY

- A. All Department employees are forbidden to borrow money from or carry on any financial transactions with patients, residents and clients. Any violation hereof shall be sufficient cause for removal from State Service.
- B. Any program or itinerary involving Department employees carrying out a financial transaction in the interest of a patient, resident or client, must first have the written approval of their Section Head or Unit Manager.

Date

Commissioner